How to use the Gig Junction Media Manager

Log in to your account at https://www.referrals47.org/login.php

FOR PHOTOS:

1. Click on the "Media Manager" tab either at the top of the web page when you first log in or you can also find it at the bottom of the web page when you are in the "Referral Service Profile Manager" page.
2. Once you are in the Media Manager section, click on "Choose File" and select a photo from your computer files.
3. Once you have selected the photo, click on the "Upload" tab and wait for it to upload.
4. You should see a message in red stating "You have successfully uploaded your file". If not and the message reads "Problem with supplied data" then you will need to resize your photo to fit the parameters of the photo size which is 500KB. For a free Program to resize your photo click on *pixlr.com/editor*
   Note: If your file name to your photo is too long that will affect it uploading the photo as well.
5. Once the photo is successfully uploaded, you can name the photo in the area where it states "Caption" and then click on the "update" tab. However, this is optional and can be left blank if you prefer not to caption your photo.

FOR MUSIC:

1. Click on the "Media Manager" tab either at the top of the web page when you first log in or you can also find it at the bottom of the web page when you are in the "Referral Service Profile Manager" page.
2. Once you are in the Media Manager section, click on "Choose File" and select music from your computer files.
3. Once you have selected the music, click on the "Upload" tab and wait for it to upload.
6. You should see a message in red stating "You have successfully uploaded your file". If not and the message reads "Problem with supplied data" then you will need to resize your music to fit the parameters of the music size which is 1MB (30 Seconds).
   For a free Program to edit your music click on *mp3cut.net*
   Note: If your file name to your music is too long that will affect it uploading the music as well.
4. Once the music is successfully uploaded, you can name the music in the area where it states "Caption" and then click on the "update" tab. However, this is optional and can be left blank if you prefer not to caption your music.